



# OFFICE MEMORANDUM

**DATE:** May 6, 1997

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers

**FROM:** Paul F. Miller  
Engineer of Construction

Barbara Hayes  
Administrator, Financial Operations

Wayne Roe  
Administrator, Financial Services

**SUBJECT:** Joint Construction and Financial Operations Instructional Memorandum 1997-  
F  
Final Estimate Cover Letter/Checklist

Effective immediately, history sheets will no longer be required on projects where the funding is the same for all pay items: i.e., all one funding category. This will eliminate unnecessary time spent filling out the history sheets and entering the information into the computer. Final as-constructed plans along with the as-constructed quantity sheets are still required to be submitted.

Final Estimate Processing will remain the same as stated in CIM 1996-D with the exception of the above noted change.

A copy of the revised cover letter/checklist is attached and should be used from this date forward when submitting Final Estimates.

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Engineer of Construction

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Administrator, Financial Operations

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Administrator, Financial Services

attachment

Subject Index: Estimates, Pay

PFM:BH:BRH:srh

cc:	Lansing Construction Division Engineers	H. Linne	MAPA
	Lansing Construction Division Technicians	P. Phaner	MCPA
	Engineering Services	R. Knapp	MCA
	M & T Division	R. Beckon	MAA
	Design Division	P. Rang	FHWA
	G. Taylor	OEO	AUC
	T. Coleman	MRBA	



## OFFICE MEMORANDUM

**DATE:**

**TO:** Contractor Payment Unit

**FROM:** \_\_\_\_\_  
Resident/Project Engineer

Control Section and Job Number \_\_\_\_\_

Enclosed is the final estimate package for the above mentioned project. The following check list addresses the status of the required documentation for processing final estimates:

Resident/Project Engineer certification date is \_\_\_\_\_

Project review submittal date is \_\_\_\_\_

\_\_\_\_\_ Status of quantities report has been reviewed and all quantities are balanced

\_\_\_\_\_ The acceptance report has been previously submitted and dated \_\_\_\_\_

\_\_\_\_\_ FHWA 47 \_\_\_\_\_ is attached (if over \$1,000,000)

\_\_\_\_\_ not required

\_\_\_\_\_ History sheets

\_\_\_\_\_ are attached

\_\_\_\_\_ not required (UPTRAN projects)

\_\_\_\_\_ not required (funding is the same for all pay items: i.e., all one funding category)

\_\_\_\_\_ Final as built plans have been sent to Lansing Design Division (Local Agency need not send as built plans).

\_\_\_\_\_ Contractor evaluations have been previously submitted

I hereby certify that the final quantities included for payment in this estimate have been properly documented, reviewed, and checked for accuracy in accordance with current published instructions and items in the cover letter/checklist have been addressed.

\_\_\_\_\_  
Project Engineer

\_\_\_\_\_  
Resident/Project Engineer